
CALL TO ORDER & ATTENDANCE

Chair Pete Woll, called the Supervisor 310-Training meeting to order at 10:00A.M. in the conference room.

Board members present: Pete Woll, Chair; Donna Pridmore, Secretary/Treasurer; Roger Marsonette Supervisor; Scott Rumsey, Supervisor; Gordon Ash, Supervisor; being a quorum of the Board.

Board member absent: John Ellis, Vice-Chair. Absence is excused.

Also, in attendance were Samantha Tappenbeck, Jessie Walthers, Ginger Kauffman, FCD Staff; Bill Yankee, Associate Supervisor; Kenny Breidinger, FWP; Hailey Graf, DNRC.

PUBLIC COMMENT - No one was present to comment on items not listed on the agenda.

TRAINING TOPICS:

- **310 Forms**
 - Team Member Report (TMR) – Form 272
 - The FCD TMR provides an option for the 15-day waiting period to be waived “by FWP”, but in statute, code states that each member of the team must waive the 15-day waiting period; Hailey suggested that we modify the FCD TMR to match the wording on State Form 272.
 - Update form, see state form that has a check box for additional time.
 - Add Check list for reference to specific sections of Adopted Rules
 - 310-Permit CD’s Decision – Form 273
 - Update 15-day waiting period section.
 - Add modifications to Decision form, not the Team Member Report
- **Chain of custody and process**
 - Review of process used by staff to receive and process new 310 application/complaint/emergency, distribution of record to Area Supervisor and FWP, presentation of record to the full board and board decision
- **Standardization of 310 information presented for review/consideration/action**
 - 310 Presentation Guidance document
 - Review of the information provided as a guide to presentation of details
 - Update process order to reflect the statutory requirements for formally accepting the application in the form of a motion
 - An application/notice of proposed project must be officially accepted as complete per Adopted Rule 9.3.a.i:
“Form 270 will be officially accepted by the district at its regularly scheduled

board meeting if the application is complete and is for an activity that will alter or modify a stream.”

- **Staff suggestions for streamlining the 310-process**

- Permit attachment:
 - Modify so that this document is a standard list of enclosures and instructions.
 - Remove signature line.
 - Do not copy/paste sections of the Adopted Rules.
 - Do not attach a copy of the application.
- Complaint Letter
 - Remove signature line.

DISCUSSION

A checklist of forms that need to be submitted for the record and/or tasks that must be completed for each agenda item would be helpful to use during meetings to make sure that nothing is missed before moving on to the next agenda item.

The next business meeting is scheduled for Monday, May 8, 2023, 7:00 P.M. in person and via ZOOM.

Adjournment: Roger Marsonette motioned “to adjourn.” Donna Pridmore seconded. Motion carried unanimously. As there was no further business, the meeting was adjourned at 1:10 P.M.

Submitted By:
Ginger Kauffman
Administrator

Reviewed By:
Samantha Tappenbeck
Resource Conservationist

Minutes approved by FCD Board motion made on:

<u>5/22/2023</u>	<u>Pete Woll</u>	<u>Chair</u>
(Date)	(Signature)	(Title – Chair etc.)